

**SUBJECT: Faxing TOPs**

Managers, Government St, Victoria  
Motor Vehicle Inspectors  
Chair, Motor Carrier Commission  
Deputy Director, CVSE  
Regional CVSE Managers  
Managers, Licensing  
ADM, (Compliance and Consumer  
Services)

Carrier Safety Inspectors  
Government Agents  
Appointed Agencies  
Motor Carrier Branch  
Law Enforcement Agencies  
Commercial Transport Inspectors  
(Weigh Scales)

Driver Services Centres  
MOT (Director,  
Transportation Policy)  
Trucking Industry  
Superintendent of  
Motor Vehicles

**PURPOSE OF CIRCULAR**

To inform that, effective immediately, weigh scale staff may fax a copy of an issued Temporary Operation Permit (TOP) when the closest available Autoplan Agent, Government Agent, Appointed Agent or Provincial Weigh Scale is further than 50km away from the customer and vehicle. Similarly, in emergency situations related to natural disaster (fires, flood, earthquake, etc.) these procedures may also be followed. All other requirements of the TOP must still be met.

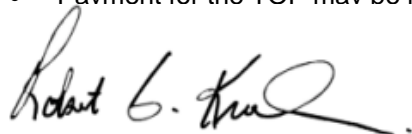
**BACKGROUND**

The TOP is a means of providing a temporary vehicle licence and insurance for up to 15 days. It is available from Autoplan Brokers, Government Agents and Authorized Agents as an Automobile Data Capture (ADC) transaction and through Weigh Scale Operations as a manual transaction. All unregistered vehicles require a manual TOP.

In remote areas of the province, such as logging camps, vehicle owners sometimes travel as far as 400km round trip to attend the nearest provider of TOPs. The allowance for the issuance of a TOP by fax to remote rural customers was developed at the request of Weigh Scale Operations and is supported by the law enforcement community through the BCACP Traffic Safety Committee.

**Procedures/Changes:**

- Effective immediately, a Weigh Scale operator may issue TOP and fax a copy to a customer who, is more than 50km from the nearest TOP provider or when an emergency situation prevents normal TOP procedures from being followed. All other requirements for the issuance of a TOP must be met. The fax copy must be displayed in accordance with regular TOP requirements.
- Once faxed, the TOP should be mailed to the customer or kept at the weigh scale office until expired. If the customer is travelling through to an urban area, the original TOP should be issued by the appropriate Weigh Scale and picked up by the customer on route.
- Weigh Scale operators should insure that their fax machines produce a header on the document that contains their location, the current date and a contact phone number.
- Payment for the TOP may be made by VISA or MasterCard.



Robert G. Kroeker  
Director, Commercial Vehicle Safety & Enforcement  
Ministry of Public Safety and Solicitor General